19 January 1955

MEMORANDAM FOR: Deputy Director (Administration)

ATTENTION

: Chief, Management Staff

SUBJECT

: Classification Changes in T/O of Inspector

General Staff

1. The following position title and grade changes in the Table of Organization for the Inspector General Staff are submitted for your approval:

From

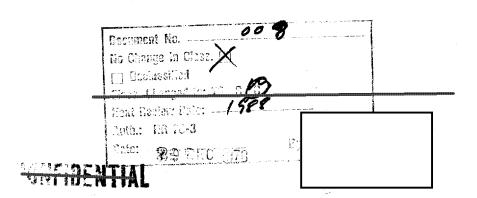
To

2	Secy-Steno	G8-0318.01-06	2 8	Secy-Steno	08-0318.01-0 7
	Clerk Steno	GB-0312.01-05	1 8	Secy-Steno	08-0318.01-07
1	Info Control Clk	GS-0305.13-05	1 8	Secy-Steno	OS-0318.01-07

2. Because of the nature of their duties the officers of the staff are absent from their offices a great deal of the time and the secretaries must be able to run the offices with little supervision, in addition to the other secretarial duties normally required. All of the present incumbents qualify for GS-7 positions, and the high-level caliber of the Assistants to the IG warrants having secretaries of this grade.

Lyman B. Kirkpatrick Inspector General

Do/A Suget



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